

Club Accreditation Scheme

A partnership approach to safe and effective sports clubs

An Introduction

Fun, exciting, challenging: whatever your view on sport, you can't deny that it can be a motivating force, a path to self-discipline and a vehicle to feeling good and staying healthy.

Clubs play a vital role in the delivery of sport and can provide the support and environment for people to develop. Swindon Sports Forum, in conjunction with Swindon Borough Council (SBC) and Wiltshire and Swindon Activity Sport Partnership (WASP), has developed a Club Accreditation Scheme, which recognises safe and effective sports provision.

The Club Accreditation Scheme is structured so that completion is quick and simple, even for the newest of clubs. The process is not meant to create more paperwork or add pressure to clubs and much of the evidence required will already be in place at your club. SBC and WASP are committed to helping clubs through this process and will be on hand to offer advice, guidance and most importantly, time.

The benefits of gaining Club Accreditation

- Shows members/parents that the club is well run and a safe environment to participate in sport.
- Addresses issues like equity and child protection giving parents confidence when choosing a club for their children.
- Aids the development of club coaches by ensuring that all coaches are suitably trained and qualified to the standard they are coaching at.
- Provides a link to the Leisure Services Sports Development Team and the support and expertise available.
- Provides a stepping-stone to nationally recognised accreditation levels such as NGB accreditations or Sport England's Clubmark.
- Only accredited clubs can apply for Sports Forum grants.
- Exposure on SBC's searchable database and website

For help, advice or any further information on the Club Accreditation Programme please contact the Leisure Services Team on 01793 512828.

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Application Form

Once complete this can be used for first page of your accreditation submission.

NAME OF CLUB:	
NAME OF ACCREDITATION CO-ORDINATOR:	
ADDRESS:	
POST CODE:	
TELEPHONE:	FAX:
EMAIL:	
NAME OF CLUB SECRETARY (IF DIFFERENT FROM ABOVE):	
ADDRESS:	
POST CODE:	
TELEPHONE:	FAX:
EMAIL:	
NGB AFFILIATED TO:	
AFFILIATION NUMBER:	

In completing this form, our club is committing to the requirements of the Club Accreditation Scheme and I confirm that the information provided is correct.

Signed by Accreditation Co-ordinator:.....

Position at club:.....

Date:.....

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Checklist

When submitting evidence for your Accreditation, please complete the following tick list. This will help ensure you have included all the necessary information.

Level 1 Accreditation			
	Criteria	Evidence	Tick
1	All coaching takes place in safe facilities, using equipment that is safe & inspected by coaching staff prior to each session.	Copy of inspection sheets, (blank & completed) and/or session plan.	
2	Club to hold emergency contact details for all players and coaches (template available)	Spreadsheet, database or paper copy.	
3	During all sessions the club has access to a first aid kit and first aider on site. All accidents and incidents must be recorded.	Example of guidelines for dealing with an Incident / Accident (template available)	
4	Lead coach must hold the relevant coaching qualification in accordance with their NGB requirements.	Copy of coaching certificates.	
5	The ratio of coaches to participants is in accordance with the relevant NGB.	Example register and number of coaches in attendance, with a copy of NGB guidance.	
6	The club is affiliated to the relevant Governing Body of Sport (if applicable).	Copy of letter from NGB or affiliation numbers.	
7	The club has a CRB policy and procedure in place and ensures that all coaches have CRB clearance where junior members are present. (template available)	Copy of policy and procedure. Copy of CRB disclosure forms for coaches.	
8	The club has an open constitution & membership policy (template available)	Statement in constitution, on website or in newsletter.	
9	The club has a bank account requiring two signatories.	Copy of statement / bank book.	
10	The club has public liability insurance cover through one of the following: <ol style="list-style-type: none"> 1. NGB Affiliation for all club members 2. Coaches qualification / membership 	Proof of insurance cover.	
11	Club committee names & contact numbers are provided to all members	Copy of information given: website/newsletter/induction letter etc	

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